



Training and Exercise Needs Assessment

1. Hazards

List the various hazards in your community. What risks are you most likely to face? You can use the following checklist as a starting point.

- | | |
|---|---|
| <input type="checkbox"/> Airplane crash | <input type="checkbox"/> Terrorism |
| <input type="checkbox"/> Dam failure | <input type="checkbox"/> Tornado |
| <input type="checkbox"/> Drought | <input type="checkbox"/> Train derailment |
| <input type="checkbox"/> Epidemic (biological attack) | <input type="checkbox"/> Volcanic eruption |
| <input type="checkbox"/> Earthquake | <input type="checkbox"/> Wildfire |
| <input type="checkbox"/> Fire/Firestorm | <input type="checkbox"/> Winter storm |
| <input type="checkbox"/> Flood | <input type="checkbox"/> Workplace violence |
| <input type="checkbox"/> Hazardous material spill/release | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Hostage/Shooting | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Landslide/Mudslide | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Mass fatality incident | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Radiological release | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Sustained power failure | <input type="checkbox"/> Other _____ |

2. Secondary Hazards

What secondary effects from those hazards are likely to impact your community?

- ☐ Communication system breakdown
- ☐ Power outages
- ☐ Transportation blockages
- ☐ Business interruptions
- ☐ Mass evacuations/displaced population
- ☐ Overwhelmed medical/mortuary services
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

Needs Assessment (Continued)

3. Hazard Priority

What are the highest priority hazards? Consider such factors as:

- Frequency of occurrence.
- Relative likelihood of occurrence.
- Magnitude and intensity.
- Location (affecting critical areas or infrastructure).
- Spatial extent.
- Speed of onset and the availability of warning.
- Potential severity of consequences to people, critical facilities, community functions, and property.
- Potential cascading events (e.g., damage to chemical processing plant, dam failure).

#1 Priority hazard:

#2 Priority hazard:

#3 Priority hazard:

Needs Assessment (Continued)

4. Area

What geographic area(s) or facility location(s) is (are) most vulnerable to the high priority hazards?

5. Plans and Procedures

What plans and procedures—emergency response plan, contingency plan, operational plan, standard operating procedures (SOPs)—will guide your community's response to an emergency?

6. Functions

What emergency management functions are most in need of rehearsal? (e.g., What functions have not been exercised recently? Where have difficulties occurred in the past?)
You can use the following checklist as a starting point.

- | | |
|--|---|
| <input type="checkbox"/> Alert Notification (Emergency Response) | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Warning (Public) | <input type="checkbox"/> Public Works/Engineering |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Coordination and Control | <input type="checkbox"/> Resource Management |
| <input type="checkbox"/> Emergency Public Information (EPI) | <input type="checkbox"/> Continuity of Government or Operations |
| <input type="checkbox"/> Damage Assessment | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Health and Medical | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Individual/Family Assistance | <input type="checkbox"/> Other _____ |

Needs Assessment (Continued)

7. Participants

Who (agencies, departments, operational units, personnel) needs to participate in a training or exercise? For example:

- Have any entities updated their plans and procedures?
- Have any changed policies or staff?
- Who is designated for emergency management responsibility in your plans and procedures?
- With whom does your community and organization need to coordinate in an emergency?
- What do your regulatory requirements call for?
- What personnel can you reasonably expect to devote to developing an exercise?

8. Program Areas

Mark the status of your emergency program in these and other areas to identify those most in need of training and exercising.

	New	Updated	Exercised	Used in Emergency	N/A
Emergency Plan					
Plan Annex(es)					
Standard Operating Procedures					
Resource List					
Maps, Displays					
Reporting Requirements					
Notification Procedures					
Mutual Aid Pacts					
Policy-Making Officials					
Coordinating Personnel					
Operations Staff					
Volunteer Organizations					
EOC/Command Center					
Communication Facility					

Needs Assessment (Continued)

	New	Updated	Exercised	Used in Emergency	N/A
Warning Systems					
Utility Emergency Preparedness					
Industrial Emergency Preparedness					
Damage Assessment Techniques					
Other:					

9. Past Exercises

If your community has participated in exercises before, what did you learn from them, and what do the results indicate about future exercise needs? For example, consider the following questions:

- Who participated in the exercise, and who did not?
- To what extent were the exercise objectives achieved?
- What lessons were learned?
- What problems were revealed, and what is needed to resolve them?
- What improvements were made following past exercises, and have they been tested?